



B.L.D.E.A's

**A.S. PATIL COLLEGE OF COMMERCE (AUTONOMOUS)
VIJAYAPUR.**

Regulations / Brochure and scheme of Examination for

Value Added course

on

Communication Skills

2021-2022

Principal,
A.S. Patil College of Commerce,
(Autonomous), VIJAYAPUR.

W.e.f. Academic Year 2019-20 onwards

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A NOTE ON AUTONOMOUS SYSTEM.

Autonomous status is conferred to our college under section 64 of K S.U act 2000 from the academic year 2007-08 to 2012-13. Vide Order No:

- 1) Joint secretary of UGC letter No. F-22-1/2007(AC), dated 3.4.2007
- 2) Dept. of Education (Higher) Govt. of Karnataka, Bangalore letter No. ED 149 UNE2007, dated 19.10.2007
- 3) KUD's letter No. KU/CDC. Affil /Auto/2007-08/260/3511, dated 14.12.2007
- 4) Extension of Autonomy : UGC-MHRD No.F.22-1/2015 (AC), dated 13-10-2015
- 5) Extension of Autonomy : UGC-MHRD No.F.22-1/2017 (AC), dated 15-07-2020

PREAMBLE:

College autonomy, in essence, is the potential for promoting academic advancement. An autonomous college will have the freedom to devise its academic regulations, curricula syllabi and modification thereof, evolve more effective method of teaching and learning, conduct its own examination and evaluation and making the improvements required for raising the quality of higher education. The final degree certificate will be awarded by RCU, Belagavi.

English has become a universal language today. It is commonly used as a medium of communication, of information and use through which barriers of boundaries between the states and countries have been crossed. Many Governments have realized the importance of English. Poor language means no jobs. A poor ability to speak effectively in today probably the greatest single bar to advancement in any job. Further it is found that the students are not trained in skill-based activity, There is no atmosphere to build communicative skills in the present curriculum.

Looking into the aspects it is most reasonable and appropriate to provide the facility of studying 'Communicative English' to the students. The students who graduate themselves with "Communicative English" may have more vistas open to them in and around Vijayapur District. Vijayapur being a historical place thousands of tourists visit the historical monuments and other places. The students who come out with communicative English may get jobs in tourist department, in our own institutions like schools/ colleges /hospitals etc. These are the few reasons to provide Communication skills to the students at degree level.

Certificate Course:

- 1) Title: Communication Skills.
- 2) Course: The UG Students have to undergo the Certificate Course 'Communication Skills' at 1st semester level.

- 3) Faculty: Faculty who is having Communication skills knowledge shall teach the subject, after the college regular teaching hours, engaging 4 periods / week / batch.
- 4) Intake: UG Students of 1st semester can offer.
- 5) Duration: The duration of the course shall be 40 hours.
- 6) Scheme of Instruction and Examination for the course:

Communication Skills

| Medium | Teaching hrs/week | Internal Assessment marks | Course end practical exams marks | Duration of exam | Total Marks |
|---------|-------------------|---------------------------|----------------------------------|------------------|-------------|
| English | 4 | 40 | 10 | 1.5 hrs. | 50 |

- 7) Setting of question paper: Question Paper for the end course practical examination shall be set by internal and external paper setters together in the pattern which they think right.
- 8) The course end practical examination marks shall be allotted based on the performance of the student in Language lab.
- 9) The internal assessment 10 marks shall be allotted through Practical result and attendance.

10) Scheme of marks allotment

| Exam | Course End Exam Marks | | Internal Assessment marks | | Total Marks | |
|--------|-----------------------|------|---------------------------|------|-------------|------|
| | Max. | Min. | Max. | Min. | Max. | Min. |
| Theory | 40 | 22 | 10 | * | 50 | 27 |

* There shall be no minimum marks for internal assessment

* There is no provision for revaluation, photocopy, recounting or retest.

- 11) The successful candidates shall be classified as shown under for the awards of class in the certificate course.

| | |
|----------------------------------|-------------|
| 80 % and above | Distinction |
| 70 % and above and less than 80% | I- Class |
| 60 % and above & less than 70% | II - Class |
| 50 % and above & less than 60% | pass Class |

- 12) Attendance: 75% attendance is mandatory for all the students to attend the end course exam. A student who has between 60% to 70% attendance on ground of illness or any other unavoidable circumstance will have to seek condition.

- 13) The course certificate shall be issued to the passed candidate duly signed by the Co-ordinator, COE and Principal.

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Syllabus

Communication Skills

Objectives:

- 1) Strategies to improve speaking skills.
- 2) Strategies to improve writing skills.
- 3) Strategies to improve formation of sentence and usage.
- 4) Proper approach to business correspondence.

Course Outcomes:

- 1) Students will be able to grasp their technical issues such as formation of proper sentences and usage of right words at the right time.
- 2) Introduction of Speaking and writing approach to achieve communicative skills.
- 3) Students will be able to learn proper writing process and usage of punctuations.
- 4) Students will be able to approach for jobs in right way.

Unit-I :Grammar

15 Hours

Parts of speech, Tenses, Sentence Structure, Phrases and clauses, Direct & Indirect Speech.

Unit-II :Speaking Skills

08 Hours

Speaking Situations, Reasons for poor speaking skills, Strategies for Developing speaking skills, Interview, Public Speaking.

Unit-III :Writing Skills

11 Hours

Challenges faced by learners well writing, The Writing Process, Use of Punctuations in writing, Enhancing Effective Writing, Report writing, compositions (argumentative, explanatory, descriptive, and narrative), paragraph writing.

Unit-IV : Preparation for jobs

06 Hours

Writing Applications for Jobs, Preparing curriculum vitae, Preparing for Interviews.

Total No of Hours: 40